

# **User Manual for Direct Tax Online Payments**

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**Introduction:**

ENet acts as a secured, user friendly single point of access for various payments like Vendor Payments/ Employee Payments / Collections and Taxes.

HDFC Bank is the leading bank in collection of various tax payments (CBDT / CBEC) via electronic mode.

Ministry of Finance has made TDS Payments mandatory via the Electronic Mode from 1<sup>st</sup> April 2008.

**Workflow:**

Step1 - Log on to HDFC Bank Ltd.

Step2 - Click on NSDL Site Link and Input the required Tax Information

Step3 - Select HDFC Bank as a Corporate User

Step4 - Login to ENet and confirm the payment

Step5 - Authorise the payment as per the Board Resolution's Requirements.

Step6 - Check if the payment is Executed /Rejected

Step7 - Print the online Challan instantaneously

**Important Point:**

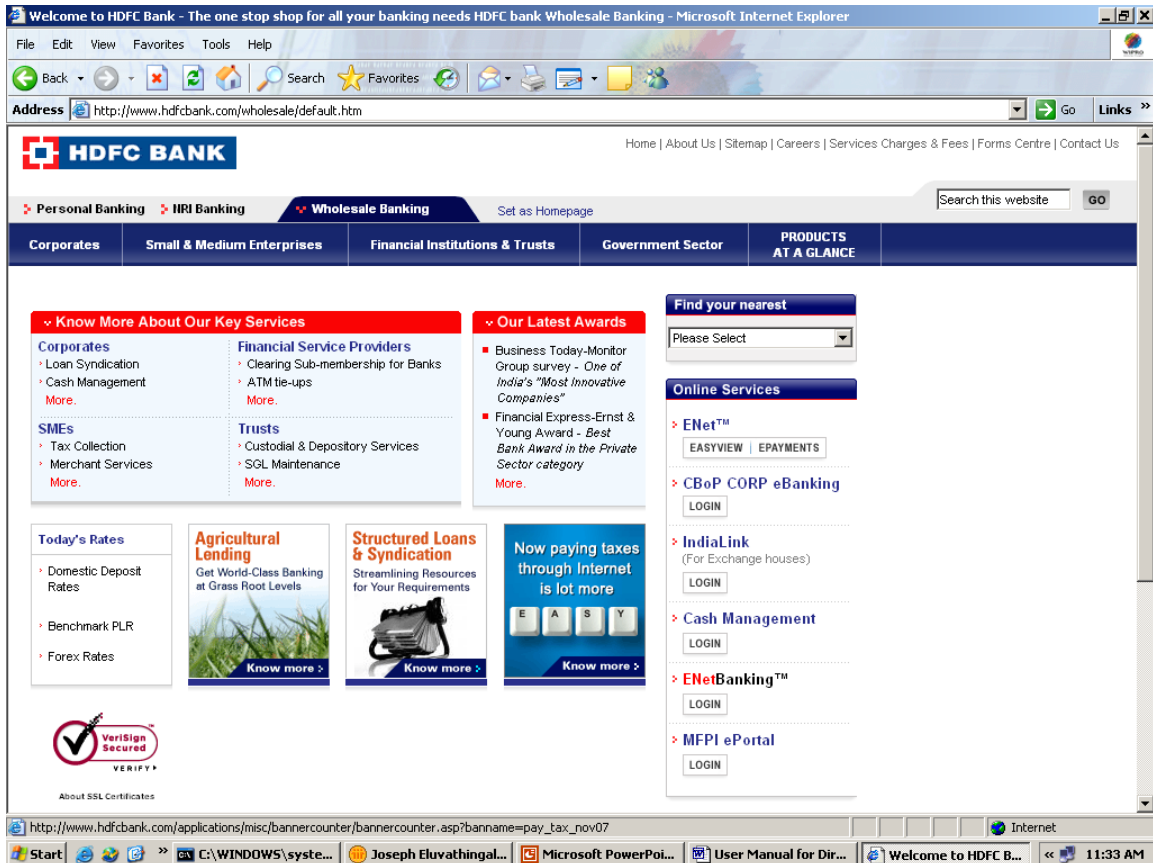
**A TDS payment transaction gets automatically value dated for the next 30 calendar days i.e. the authorizer can authorise at any time during the next 30 days However, pls note the date of debit would be the date of final authorisation**

## Process

The following steps need to be followed to make tax payments:

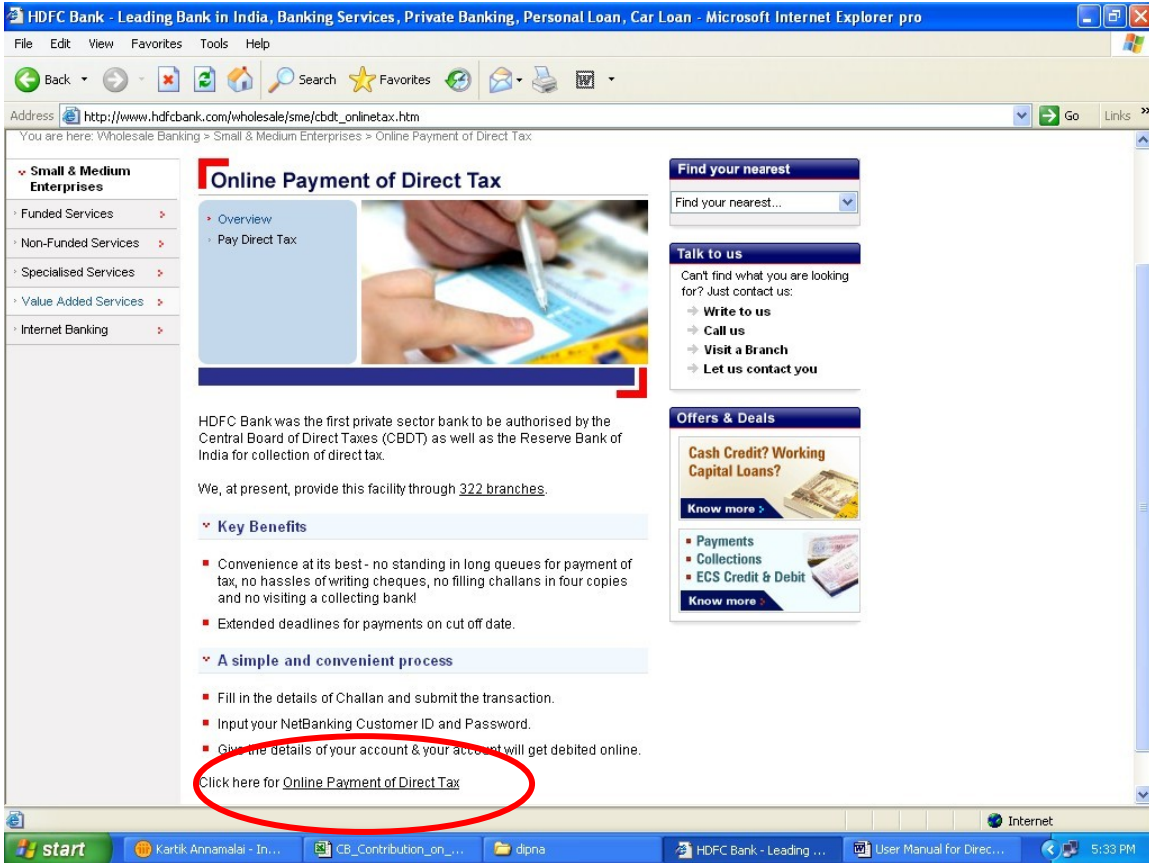
1. Log-on to the Website : <http://www.hdfcbank.com/>

- Under Wholesale Banking Section
- Click on Tax Banner “Now Paying Taxes through internet is lot more EASY”, which appears towards the bottom on the right hand side of the screen.



The screenshot displays the HDFC Bank Wholesale Banking website interface. The browser window title is "Welcome to HDFC Bank - The one stop shop for all your banking needs HDFC bank Wholesale Banking - Microsoft Internet Explorer". The address bar shows the URL <http://www.hdfcbank.com/wholesale/default.htm>. The website header includes the HDFC Bank logo, navigation links (Home, About Us, Sitemap, Careers, Services Charges & Fees, Forms Centre, Contact Us), and a search bar. The main navigation menu is divided into sections: Personal Banking, HRI Banking, Wholesale Banking (selected), and PRODUCTS AT A GLANCE. Below the navigation, there are several promotional banners and service links. A prominent banner on the right side of the page reads "Now paying taxes through Internet is lot more EASY" with a "Know more >" link. Other banners include "Know More About Our Key Services" for Corporates, SMEs, and Trusts; "Our Latest Awards" listing Business Today and Financial Express awards; "Agricultural Lending"; "Structured Loans & Syndication"; "Today's Rates"; "Find your nearest" with a dropdown menu; "Online Services" including ENet, CBoP CORP eBanking, IndiaLink, Cash Management, ENetBanking, and MFPI ePortal. The footer of the browser window shows the Windows taskbar with the Start button, several open applications (C:\WINDOWS\systeme..., Joseph Eluvathingal..., Microsoft PowerPoi..., User Manual for Dir..., Welcome to HDFC B...), and the system clock showing 11:33 AM on 11/11/2007.

2. Click on the link 'Online payment of Direct Tax' at the bottom of the page.

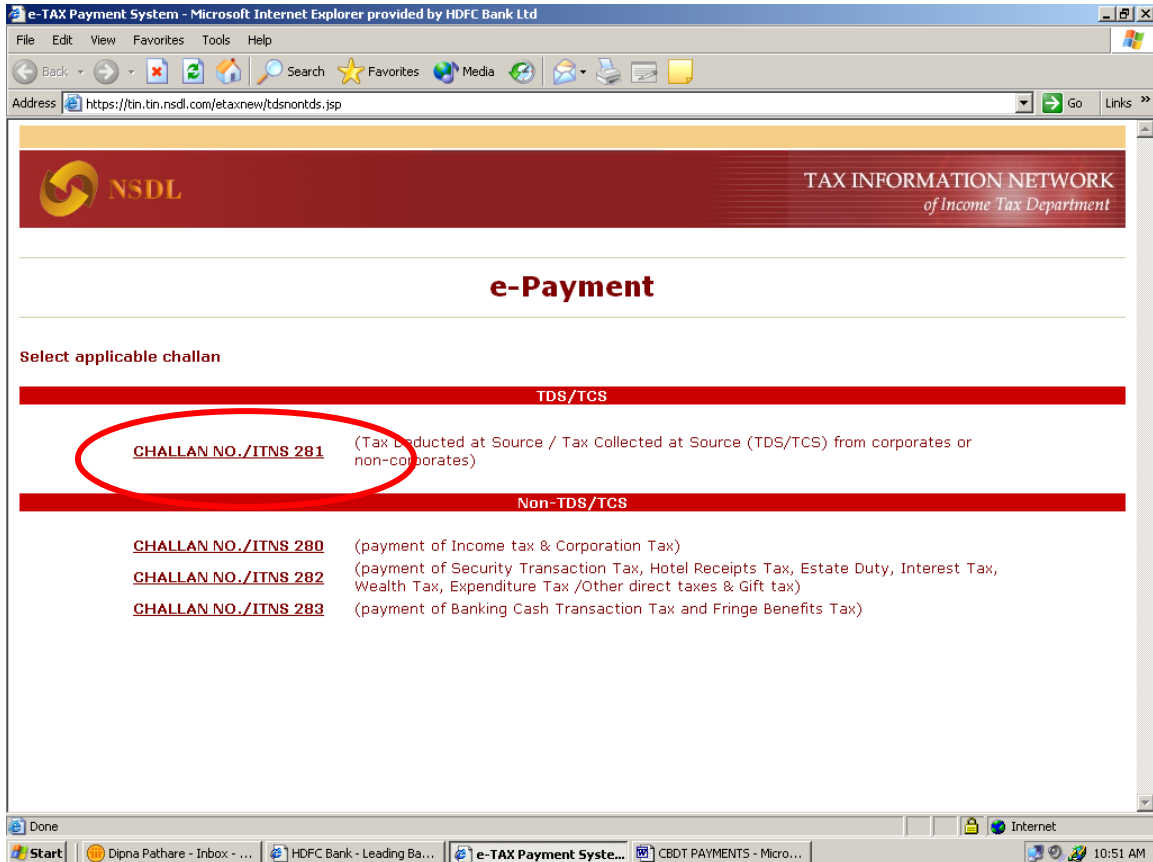


The screenshot shows a Microsoft Internet Explorer browser window displaying the HDFC Bank website. The address bar shows the URL: [http://www.hdfcbank.com/wholesale/sme/cbdt\\_onlinetax.htm](http://www.hdfcbank.com/wholesale/sme/cbdt_onlinetax.htm). The page content includes:

- Navigation Menu:** Small & Medium Enterprises, Funded Services, Non-Funded Services, Specialised Services, Value Added Services, Internet Banking.
- Section Header:** Online Payment of Direct Tax
- Sub-heading:** Overview, Pay Direct Tax
- Text:** HDFC Bank was the first private sector bank to be authorised by the Central Board of Direct Taxes (CBDT) as well as the Reserve Bank of India for collection of direct tax. We, at present, provide this facility through [322 branches](#).
- Key Benefits:**
  - Convenience at its best - no standing in long queues for payment of tax, no hassles of writing cheques, no filling challans in four copies and no visiting a collecting bank!
  - Extended deadlines for payments on cut off date.
- A simple and convenient process:**
  - Fill in the details of Challan and submit the transaction.
  - Input your NetBanking Customer ID and Password.
  - Give the details of your account & your account will get debited online.
- Link:** [Click here for Online Payment of Direct Tax](#) (circled in red)

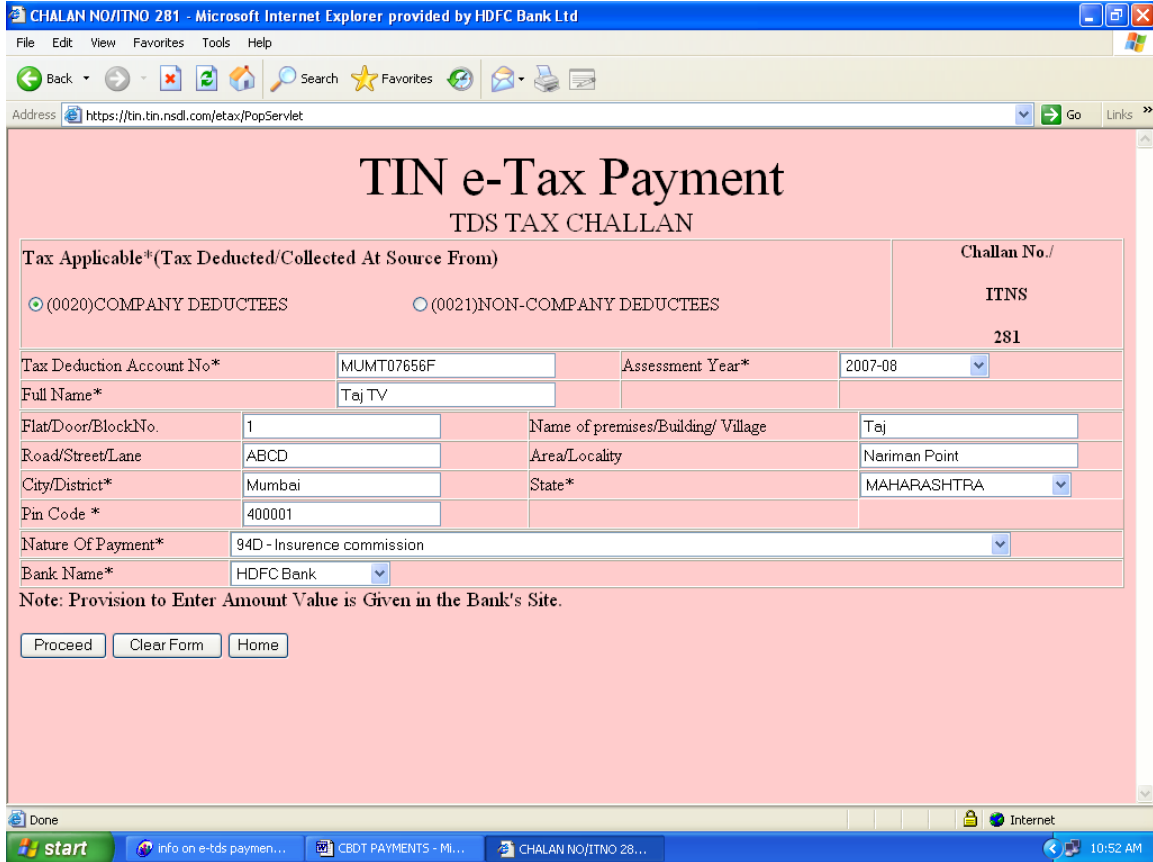
On the right side of the page, there are several utility boxes: 'Find your nearest' (with a dropdown menu), 'Talk to us' (with contact options: Write to us, Call us, Visit a Branch, Let us contact you), and 'Offers & Deals' (with a 'Cash Credit? Working Capital Loans?' promotion and a 'Know more' link).

3. Select the type of challan based on the type of tax payment being made. For payment of TDS (Tax Deducted At Source) by Corporate, please click on the hyperlink – CHALLAN NO.- ITNS281



4. Fill in all the key details like TAN No.etc and then select HDFC Bank Name. Then click on the tab “Proceed”

**Note:** Please note that the Asterisk (\*) marked fields are mandatory.



The screenshot shows a web browser window titled "CHALAN NO/ITNO 281 - Microsoft Internet Explorer provided by HDFC Bank Ltd". The address bar shows "https://tin.tin.nsdl.com/etax/PopServlet". The main content area is titled "TIN e-Tax Payment TDS TAX CHALLAN".

**Tax Applicable\* (Tax Deducted/Collected At Source From)**

(0020)COMPANY DEDUCTEES       (0021)NON-COMPANY DEDUCTEES

**Challan No./**  
ITNS  
281

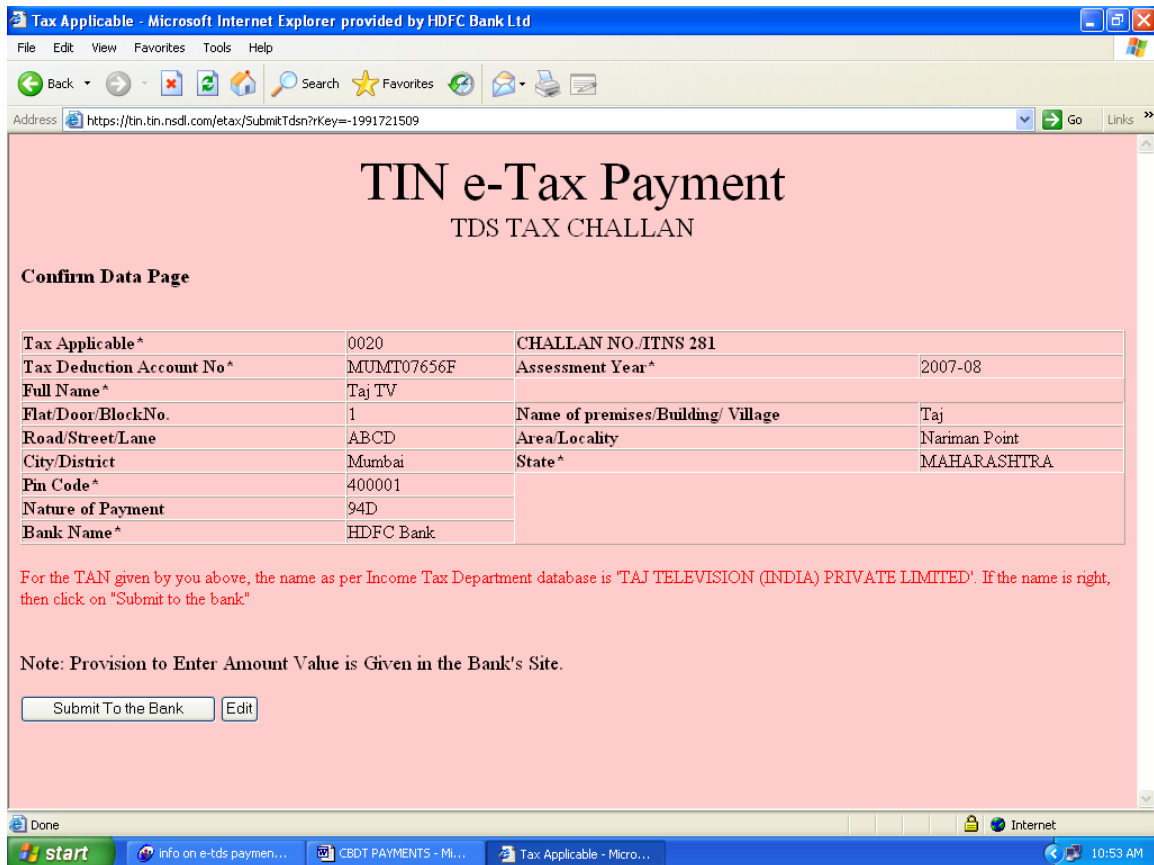
|                           |                            |                                    |               |
|---------------------------|----------------------------|------------------------------------|---------------|
| Tax Deduction Account No* | MUMT07656F                 | Assessment Year*                   | 2007-08       |
| Full Name*                | Taj TV                     |                                    |               |
| Flat/Door/BlockNo.        | 1                          | Name of premises/Building/ Village | Taj           |
| Road/Street/Lane          | ABCD                       | Area/Locality                      | Nariman Point |
| City/District*            | Mumbai                     | State*                             | MAHARASHTRA   |
| Pin Code *                | 400001                     |                                    |               |
| Nature Of Payment*        | 94D - Insurance commission |                                    |               |
| Bank Name*                | HDFC Bank                  |                                    |               |

Note: Provision to Enter Amount Value is Given in the Bank's Site.

5. The details inputted by the Corporate will be displayed. The Tax Assessment No. is verified and displayed in Red Font as showcased below.

To confirm the details and proceed with the transaction, click on “Submit to the Bank”. OR

Click on “Edit” to change details, if required



**TIN e-Tax Payment**  
TDS TAX CHALLAN

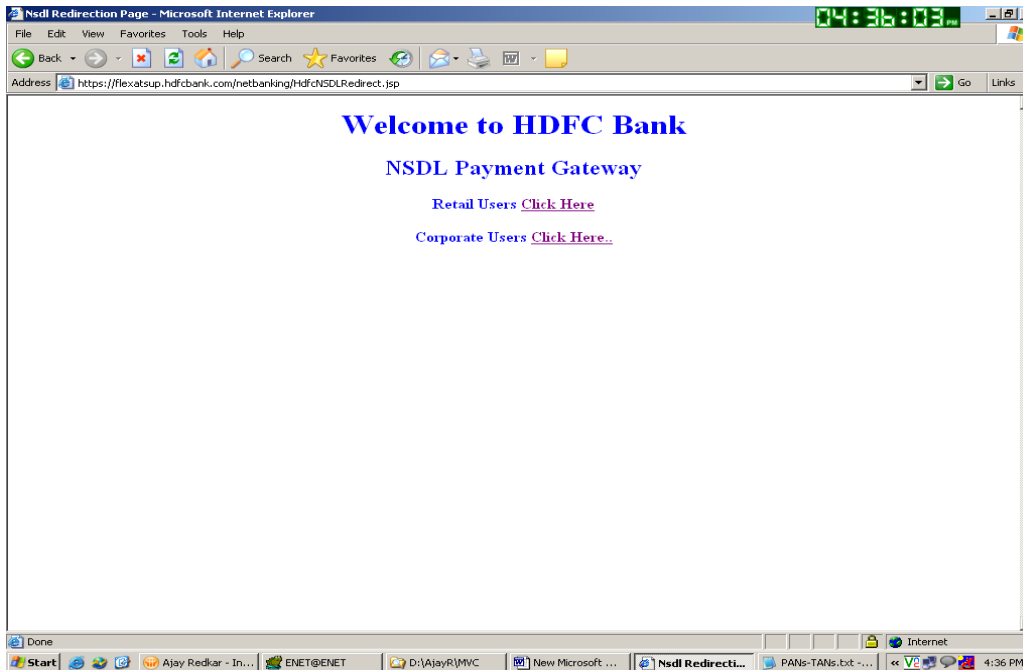
**Confirm Data Page**

|                            |            |                                    |               |
|----------------------------|------------|------------------------------------|---------------|
| Tax Applicable *           | 0020       | CHALLAN NO./ITNS 281               |               |
| Tax Deduction Account No * | MUMT07656F | Assessment Year *                  | 2007-08       |
| Full Name *                | Taj TV     |                                    |               |
| Flat/Door/Block No.        | 1          | Name of premises/Building/ Village | Taj           |
| Road/Street/Lane           | ABCD       | Area/Locality                      | Nariman Point |
| City/District              | Mumbai     | State *                            | MAHARASHTRA   |
| Pin Code *                 | 400001     |                                    |               |
| Nature of Payment          | 94D        |                                    |               |
| Bank Name *                | HDFC Bank  |                                    |               |

For the TAN given by you above, the name as per Income Tax Department database is 'TAJ TELEVISION (INDIA) PRIVATE LIMITED'. If the name is right, then click on "Submit to the bank"

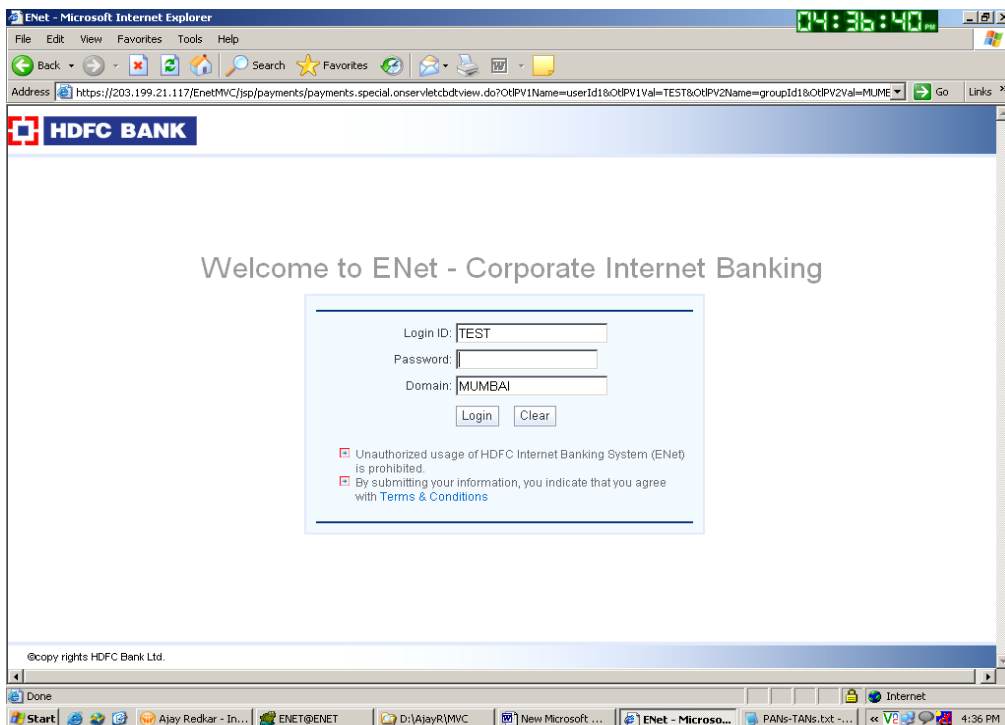
Note: Provision to Enter Amount Value is Given in the Bank's Site.

6. On clicking on the “Confirm” button, the user is redirected from NSDL site to the Internet banking site of the bank. Click on the Hyper Link “[Click Here](#) beside “Corporate Users”



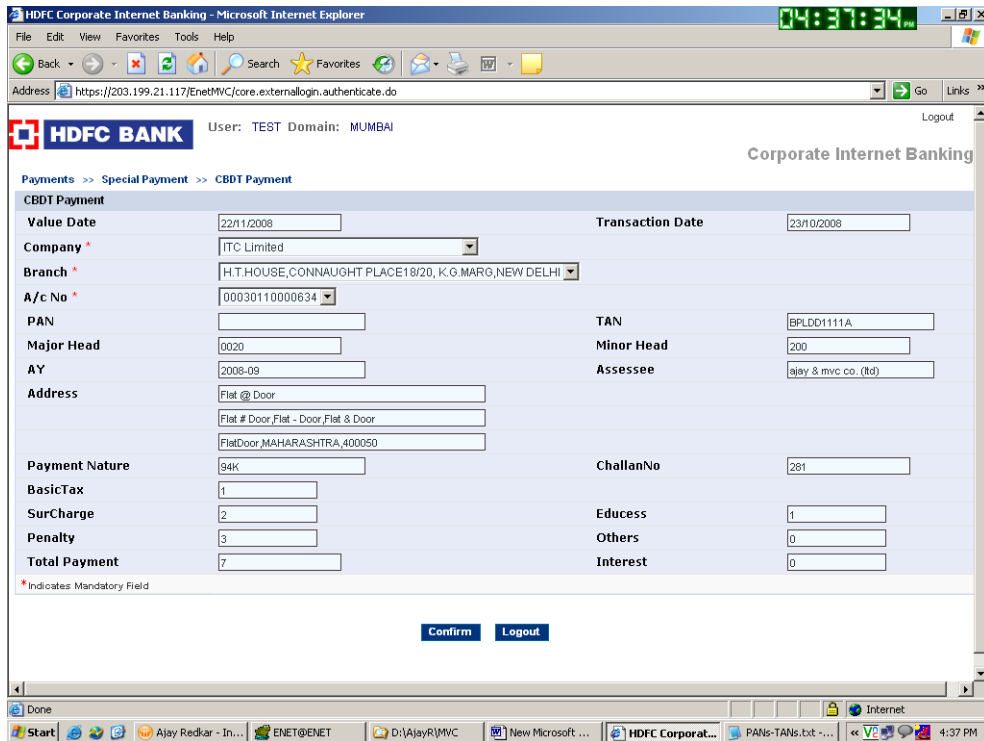
This will lead the corporate to the login screen of the Bank. The user will input his / her login ID & Domain and click on “Submit”

7. The user will have to input the password and click on “Login”





The User will be directed to the payment screen with relevant data already filled in by them. The users will select the account and fill in Basic tax, Surcharge, Penalty, Education Cess (if applicable) and click on “Confirm”



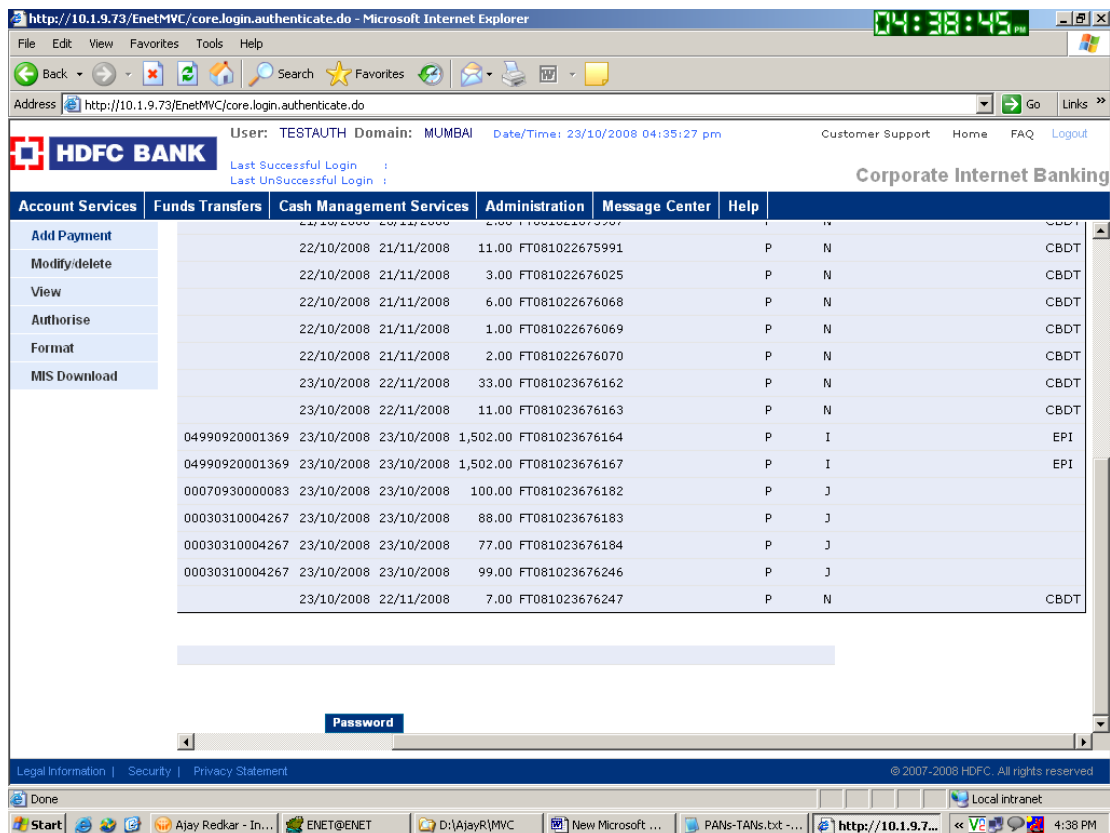
The screenshot shows the 'CBDT Payment' screen in the HDFC Corporate Internet Banking interface. The browser window title is 'HDFC Corporate Internet Banking - Microsoft Internet Explorer'. The address bar shows the URL: <https://203.199.21.117/ENetMVC/core.externallogin.authenticate.do>. The user is logged in as 'TEST' from the 'MUMBAI' domain. The page title is 'Corporate Internet Banking'. The breadcrumb navigation is 'Payments >> Special Payment >> CBDT Payment'. The form contains the following fields:

| CBDT Payment   |   |                  |                      |
|----------------|---|------------------|----------------------|
| Value Date     | 22/11/2008  | Transaction Date | 23/10/2008           |
| Company *      | ITC Limited   |                  |                      |
| Branch *       | H.T.HOUSE, CONNAUGHT PLACE 18/20, K.G. MARG, NEW DELHI                              |                  |                      |
| A/c No *       | 00030110000634  |                  |                      |
| PAN            |   | TAN              | BPLDD1111A           |
| Major Head     | 0020  | Minor Head       | 200                  |
| AY             | 2008-09   | Assessee         | ajay & mvc co. (Ptd) |
| Address        | Flat @ Door<br>Flat # Door Flat - Door, Flat & Door<br>FlatDoor_MAHARASHTRA, 400050 |                  |                      |
| Payment Nature | 94K   | ChallanNo        | 281                  |
| BasicTax       | 1   |                  |                      |
| SurCharge      | 2   | Educess          | 1                    |
| Penalty        | 3   | Others           | 0                    |
| Total Payment  | 7   | Interest         | 0                    |

\* Indicates Mandatory Field

Buttons: Confirm, Logout

8. The Payment Confirmation screen is displayed to user, with the narration “Records are successfully inserted”. The transaction will show Pending Authorization (PA) Status and the User (Inputter) will logout from Enet.
  
9. The Authoriser will login directly through the bank site and follow steps 6 & 7 (mentioned above). This will lead the user to the service page designed for Corporates and the user will have to click on “Funds Transfer” to view the CBDT transactions.



The screenshot shows the HDFC Bank Corporate Internet Banking interface. The user is logged in as TESTAUTH from the MUMBAI domain on 23/10/2008 at 04:35:27 pm. The interface displays a list of transactions under the 'Funds Transfers' tab. The transactions are as follows:

| Transaction ID        | Value Date | Debit Date | Amount   | Transaction Code | Account Type | Branch | Transaction Type |
|-----------------------|------------|------------|----------|------------------|--------------|--------|------------------|
| 22/10/2008 21/11/2008 | 22/10/2008 | 21/11/2008 | 11.00    | FT081022675991   | P            | N      | CBDT             |
| 22/10/2008 21/11/2008 | 22/10/2008 | 21/11/2008 | 3.00     | FT081022676025   | P            | N      | CBDT             |
| 22/10/2008 21/11/2008 | 22/10/2008 | 21/11/2008 | 6.00     | FT081022676068   | P            | N      | CBDT             |
| 22/10/2008 21/11/2008 | 22/10/2008 | 21/11/2008 | 1.00     | FT081022676069   | P            | N      | CBDT             |
| 22/10/2008 21/11/2008 | 22/10/2008 | 21/11/2008 | 2.00     | FT081022676070   | P            | N      | CBDT             |
| 23/10/2008 22/11/2008 | 23/10/2008 | 22/11/2008 | 33.00    | FT081023676162   | P            | N      | CBDT             |
| 23/10/2008 22/11/2008 | 23/10/2008 | 22/11/2008 | 11.00    | FT081023676163   | P            | N      | CBDT             |
| 04990920001369        | 23/10/2008 | 23/10/2008 | 1,502.00 | FT081023676164   | P            | I      | EPI              |
| 04990920001369        | 23/10/2008 | 23/10/2008 | 1,502.00 | FT081023676167   | P            | I      | EPI              |
| 00070930000083        | 23/10/2008 | 23/10/2008 | 100.00   | FT081023676182   | P            | J      |                  |
| 00030310004267        | 23/10/2008 | 23/10/2008 | 88.00    | FT081023676183   | P            | J      |                  |
| 00030310004267        | 23/10/2008 | 23/10/2008 | 77.00    | FT081023676184   | P            | J      |                  |
| 00030310004267        | 23/10/2008 | 23/10/2008 | 99.00    | FT081023676246   | P            | J      |                  |
| 23/10/2008 22/11/2008 | 23/10/2008 | 22/11/2008 | 7.00     | FT081023676247   | P            | N      | CBDT             |

At the bottom of the transaction list, there is a blue button labeled "Password".

10. The authorizer will select the respective entry and click on “Password” to authorize the transaction.

Please Note : The date of authorization will be the “Value Date” & “Debit Date” of the transaction. The amount will be immediately debited from the account and hence the corporate should ensure that the account is funded adequately on the day & time of authorization.

11. In case of single authorisation mode, the transaction completion message is displayed (refer point 12). In case of Joint Authorisation or Dual Authorisation mode, the transaction is saved for the second authorization. A message is displayed “ The transaction is partly authorised and pending for second authorisation”.

12. After the complete authorisation as per mandate the payment is fully authorized and a confirmation page is displayed indicating the same.

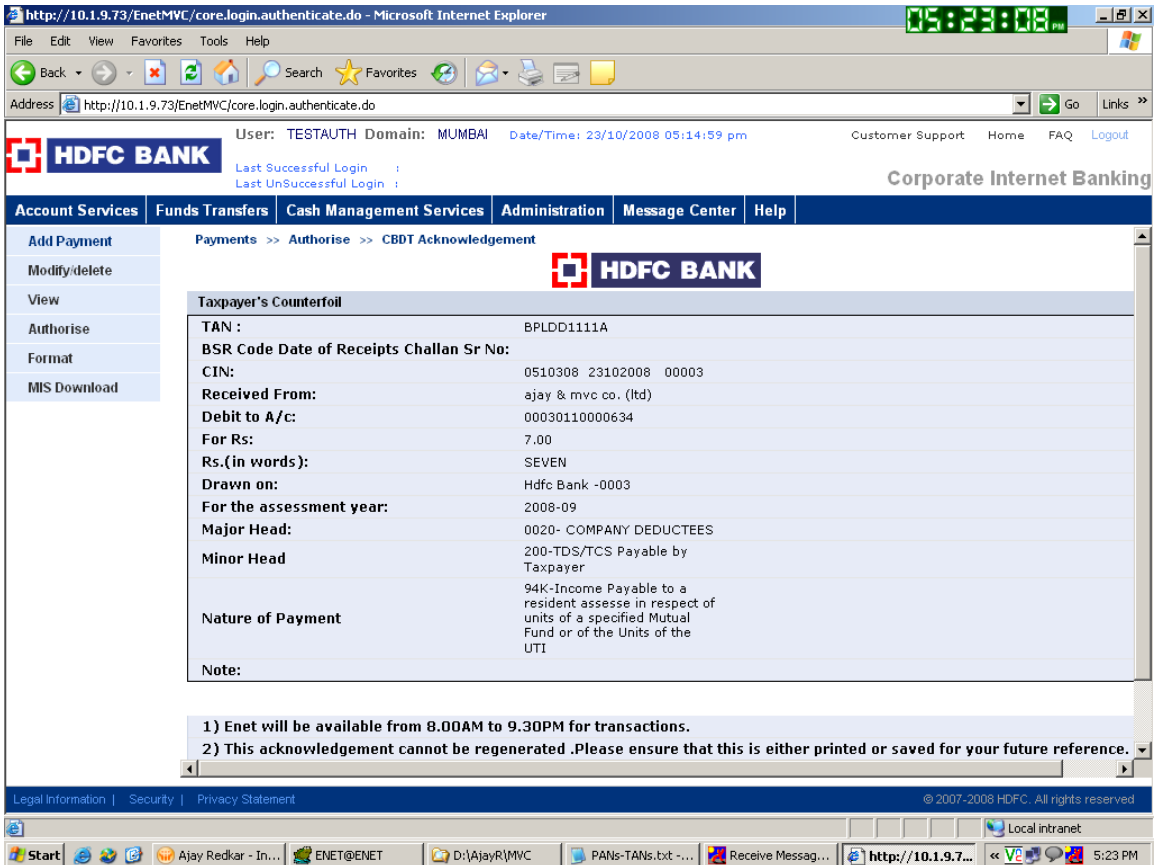
The screenshot shows the HDFC Bank Corporate Internet Banking interface. The browser window title is "http://10.1.9.73/EnetMVC/core.login.authenticate.do - Microsoft Internet Explorer". The address bar shows "http://10.1.9.73/EnetMVC/core.login.authenticate.do". The user is logged in as "TESTAUTH" from the "MUMBAI" domain. The date and time are "23/10/2008 04:35:27 pm". The interface includes a navigation menu with "Account Services", "Funds Transfers", "Cash Management Services", "Administration", "Message Center", and "Help". The main content area displays a transaction form with the following fields:

|                  |  |          |                      |
|------------------|--|----------|----------------------|
| Branch           | H T HOUSE - DELHI H.T.HOUSE,CONNAUGHT PLACE 18/2 |          |                      |
| A/c No           | 00030110000634                                   |          |                      |
| PAN              |  | TAN      | BPLDD1111A           |
| AY               | 2008-09  | Assessee | ajay & mvc co. (ltd) |
| Address          | Flat @ Door                                      |          |                      |
| Payment Nature   |  | hNo      | 281                  |
| BasicTax         | 1  |          |                      |
| SurCharge        | 2  | Educess  | 1                    |
| Penalty          | 3  | Others   | 0                    |
| Total Payment    | 7.00   |          |                      |
| Response Code    |  |          |                      |
| Response Message |  |          |                      |

An error message dialog box is displayed over the form, stating: "Acknowledgment is available only for executed transaction". The dialog box has an "OK" button. At the bottom of the form, there are "Back" and "Acknowledgement" buttons. The footer of the page includes "Legal Information | Security | Privacy Statement" and "© 2007-2008 HDFC. All rights reserved." The taskbar at the bottom shows the Start button, several open applications, and the system clock showing "4:39 PM".

13. Once the transaction is complete, the user need to generate and save the acknowledgement of the transaction.

14. Kindly save & Print the 'Taxpayers Counterfoil' for future records.



The screenshot shows the HDFC Bank Corporate Internet Banking interface. The user is logged in as TESTAUTH from the MUMBAI domain. The page displays the 'Taxpayer's Counterfoil' for a transaction. The counterfoil details are as follows:

|   |   |
|---|---|
| <b>TAN :</b>                                    | BPLDD1111A  |
| <b>BSR Code Date of Receipts Challan Sr No:</b> |   |
| <b>CIN:</b>                                     | 0510308 23102008 00003  |
| <b>Received From:</b>                           | ajay & mvc co. (ltd)  |
| <b>Debit to A/c:</b>                            | 00030110000634  |
| <b>For Rs:</b>                                  | 7.00  |
| <b>Rs.(in words):</b>                           | SEVEN   |
| <b>Drawn on:</b>                                | Hdfc Bank -0003   |
| <b>For the assessment year:</b>                 | 2008-09   |
| <b>Major Head:</b>                              | 0020- COMPANY DEDUCTEES   |
| <b>Minor Head</b>                               | 200-TDS/TCS Payable by Taxpayer   |
| <b>Nature of Payment</b>                        | 94K-Income Payable to a resident assessee in respect of units of a specified Mutual Fund or of the Units of the UTI |
| <b>Note:</b>                                    |   |

Below the counterfoil, there are two important notes:

- 1) Enet will be available from 8.00AM to 9.30PM for transactions.
- 2) This acknowledgement cannot be regenerated .Please ensure that this is either printed or saved for your future reference.

Please Note : The E-net Platform will be available from 8am to 9.30pm to make payments.